

STATE TRAVEL PROCEDURES

1.0 PURPOSE

The purpose of this directive is to provide standardized state travel procedures throughout DEMA.

2.0 APPLICABILITY

This directive applies to all state employees regardless of source of travel funds and all DEMA activities involving travel at state expense, regardless of any reimbursement action from another source.

3.0 RESPONSIBILITIES

3.1 Comptroller (ADEM or DEMA)

The respective comptrollers are responsible for the correct and timely reimbursement to the traveler; for the administration of the travel card program (Assistant Director for Resource Management for ADEM); and for the accounting of funds to the corresponding program managers.

3.2 Program Manager

Approves travel and reimbursement requests in accordance with the propriety of the travel relative to the funding authorization.

3.3 Traveler

Ensures that public funds are not improperly used or wasted regardless of any technical provisions of the law or regulation.

4.0 GENERAL

4.1 Authority

The laws relating to travel are contained in ARS §§ 38-621 through 38-627, and ARS 41-1104. Additional travel procedures are found in Arizona General Accounting Manual.

4.2 Criteria

Travel on state business should be planned and performed in such a manner to limit expense to the state. For example, the most economical method of transportation should be selected in terms of expense to the state and the employee's time away from their duty post. The number of employees attending seminars/conferences should be held to a minimum. Further, except in extraordinary circumstances, state business, activities should be planned and organized to allow travel to and from the activity during normal duty hours to avoid the additional expenses of per diem and overtime or compensatory time.

5.0 TRAVEL CARD

The state has contracted with Diner's Club to provide travel card services for frequent travelers. (For the purposes of this directive a frequent traveler is one who travels once a year or more.) As a result, travel advances will not be provided except in the case of new or temporary employees who do not have time to receive travel cards. Personal identification numbers (PIN) will be provided to the card holder for travel advances through an automatic teller. The state will pay the service charge for, and up to, one withdrawal per week for an official trip. These cards are available at the personnel office (DEMA-RMA), and **are to be used primarily** for official travel. Payment of travel card bill is the obligation of the cardholder. The card will be surrendered to DEMA upon separation of employment. All card holders are required to attend the ADOA travel seminars; this will be arranged at the time of application for the travel card. When the card is issued, the traveler will complete the "Terms and Conditions for Use of the State of Arizona Contracted Corporate Card" Form (Attachment 1).

6.0 OUT OF STATE TRAVEL

The Out-of-State Travel Approval Request (GAO-509) is required for all out of State travel. The form must be filled out completely and accurately to assure timely processing. The *purpose of travel* or an attached itinerary must be completed with specific details and justification for travel. The employee will turn in the GAO-509 to the comptroller's office two weeks prior to the travel date. The comptroller office will assist in any procedural questions concerning out-of-state travel. Upon approval, copies will be returned to traveler. The procedure for travel claim completion will be as stated in paragraph 8.0.

The corresponding Division Director will sign as the approving authority on all out-of-state travel. Any delegation by the Division Director of this authority, will be done in writing.

6.1 Records

Each comptroller will maintain records of all approved out-of-state travel. These records will contain:

- Number - Write each Travel Request number.
- Name - Write each traveler's name.
- Date Traveled - Write the date the traveler leaves (this helps separate the different trips taken by each traveler).
- Destination - The first place the traveler intends to visit. If other areas will be visited, be sure it is noted.

7.0 PROCEDURES

Prior to traveling, the employee must receive written approval for the travel. This is necessary for Workers Compensation and liability purposes.

7.1 The Travel Request (all but ADEM)

Each employee requesting travel approval is required to fill out a GAO-503-EZ. The employee's supervisor must sign or initial the Purpose of Travel/Description block to give approval to the travel. The approval by the supervisor gives the employee authorization to travel. The travel log number issued by each Program or Cost Center will be assigned after approval by supervisor.

The following is required for travel and provides the correct information required to properly fill out the travel claim form (GAO-503-EZ) for approval of travel. Each individual will be required to fill out *Employee Name, Social Security Number (vendor number), Duty Post, License Plate Number, Employee Address, Period (Mo/Yr), Purpose of Travel/Description, Date, Place Departed From, Index, PCA, Driver License Number, and Employee Signature* before the Travel Request number will be assigned.

The program manager or supervisor (except for ADEM) will issue the travel request numbers to be given out for each individual traveler. This number is written next to *Agency* at the top of the claim form.

The individual's supervisor must sign or initial the *Purpose of Travel/Description* block. This completes the Travel Request.

7.2 The Travel Request (ADEM)

- 7.2.1 All in-state and out-of-state travel must be requested on the DEMA "Request for Travel" form (attached). All information pertinent to your travel, as well as necessary signatures, letters of justification and/or documents must be attached to the request prior to submittal to the Comptroller, ADEM. Approved travel requests must be on file prior to travel. If travel is verbally directed by a supervisor, the supervisor must prepare and submit the travel request for the employee. This is important so that an employee's work status is not called into question in the event of an incident. Out-of-state travel requests with supporting documentation, should be submitted at least ten days prior to travel.
- 7.2.2 Employees will continue to make their own out-of-state travel arrangements through USTravel. USTravel will not issue a travel ticket unless you have been issued an authorized travel number through the Administration Section. USTravel has been requested to deliver all tickets to the Administration Section in order to assure their deliverance and issuance to the individual employees.

8.0 TRAVEL REIMBURSEMENT

Once the employee returns from their travel, the rest of the travel claim is completed. The main body needs *Date* with day and month, *Place Departed From* must have complete address, *Time* must be exact time of day for meal verification, *Place Arrived At* must have complete address, *Time* must be exact time of day for meal verification, *Odometer Start/End* must be on every claim for mileage and meal verification. The rest of the body should be left blank. You must fill in *Driver License Number* and *Employee Signature/Date*, *Supervisor Signature*, and *Employee Signature/Date*, *Signature/Date*, *Supervisor Signature* and *Date*. Accuracy of dates, times, addresses and odometer readings is essential for the completion of the travel form. The traveler will sign the form and submit it to the Program Manager or Cost Center Manager for payment authorization signature. This signature will authorize the comptroller to process reimbursement payment to the employee.

8.1 Essential Considerations

- Original, itemized hotel receipts must have the hotel name with complete address, room rent, and tax on the receipt.
- Conference/meeting brochures or registration forms stating the dates and hotel rates being charged and any meals included in registration fees must accompany the claim.

- Phone calls must be for business only with the number on the receipt, to be reimbursable. If you do not itemize the phone call on the claim, it will not be reimbursed.
- Airport parking is covered by a US Travel coupon and therefore is not reimbursable.
- Car rental receipts must be itemized and justification for car rental must be provided in the *Purpose of Travel* section. Insurance is covered by Risk Management and is not reimbursable.
- CLAIMS MUST BE SUBMITTED WITHIN 5 WORKING DAYS!

9.0 TRAVEL AGENCY

9.1 In-state Travel

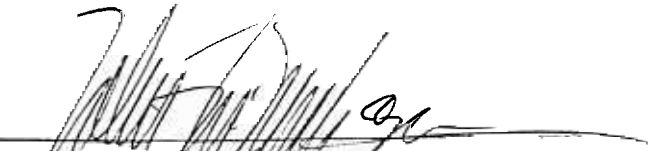
State agencies are required to utilize USTravel when airline or rail service is needed. No other travel agency may be used. Agencies may utilize USTravel for in-state lodging, car rental, and a variety of other needs. Personnel should compare car rental and lodging rates offered to the state (on state contract microfiche) with those offered to or negotiated by the USTravel.

9.2 Out-of-State Travel

State agencies are required to utilize USTravel for all travel related services (air, ship, rail, lodging, car rental).

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL



COL John A. McMurdie
Resource Manager



SUBJECT

TRAVEL

**TERMS AND CONDITIONS FOR USE OF THE STATE OF
ARIZONA CONTRACTED CORPORATE CARD**

The State Contracted Corporate Card will be available **only to employees who qualify as frequent travelers.**

- The card is to be used **primarily** for authorized travel related costs incurred while traveling on State business (i.e., airfare, lodging, car rental, meals, cash advances for nominal expenditures or those which are not chargeable).

The employee is liable for all charges and making all payments on a timely basis. The State will reimburse the employee for allowable expenses upon presentation of the properly completed Employee Travel Claim (Form GAO-503 or GAO-503EZ) with required documentation. Full payment should be made upon receipt of the statement, but not later than receipt of the next statement. If not paid in full, delinquency charges will accumulate following the subsequent billing cycle [sixty (60) days after the billing statement on which the charges first appeared]. These delinquency charges are the responsibility of the employee.

- The State is not responsible for any charges incurred on this card or for resolving disputes associated with billing.

Only allowable travel expenses will be reimbursed by the State.

- ATM cash advance fees, as determined by the State Contracted Corporate Card Contractor, are reimbursable when an employee is in travel status overnight. Reimbursement is limited to once every five (5) days. To receive reimbursement, the employee must use the State Contracted Corporate Card. Cash advances should be made **primarily** for amounts necessary for nominal travel expenses or those which are not chargeable.

Delinquency expenses on the card are not reimbursable. Ample time (60 days) is allowed to submit a complete and accurate travel claim, receive reimbursement, and make full payment before delinquency charges are incurred.

- Card privileges may be canceled at any time, by agency management, due to change in duties, or termination of employment.

Upon resignation, retirement, or termination from State service, the card must be surrendered.

Employees must sign an affidavit of acknowledgment and understanding of policies and procedures for use of the corporate card.

I have received, read, understand, and agree to comply with the policy governing use of the State Contracted Corporate Card.

Employee's Signature

Date